Spotlight

MICHIGAN Department of Education

on Student Assessment and Accountability

January 18, 2018

Key: Reminder (previously run article)

Have fun in the snow!

Reporting Codes (Formerly Known as Class/Group Codes) for All State Assessments

District/schools can create a four-digit code to group students for reporting, sorting barcode labels, and creating Online Sessions. For example, if you want all of Mrs. Smith's math students grouped together, first you would decide on a four-digit number for Mrs. Smith (let's say 1234), and then put 1234 into each student's math Reporting Code field on the Office of Educational Assessment and Accountability (OEAA) Secure Site. You can group the students any way that works for your school and it does not have to be by teacher. This will allow reports, barcode labels, and online sessions to be filtered by assigned codes.

Reporting Codes can be entered on the OEAA Secure Site once Pre-ID is open for the assessment and through the Answer Documents Received period, which is usually a few weeks after testing. Keep in mind if you are using codes to sort barcode labels or to filter and use when assigning Online Sessions, they will need to be entered on the OEAA Secure Site by those deadlines.

Users of the Secure Site can enter Reporting Codes for groups of students at one time using the Mass Update Assessments page on the Secure Site. Detailed instructions can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the Pre-Identification section.

► Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions

Call Center: 877-560-8378

Reporting Codes are optional and are not used by the Office of Educational Assessment and Accountability (OEAA) for reporting in any way.

How do Reporting Codes affect Paper/Pencil Barcode Labels?

If you are a paper/pencil school for M-STEP and/or MI-ACCESS and reporting codes are entered prior to the barcode labels pre-ID deadline of February 13, the barcode labels will come sorted and grouped by the Reporting Codes. This is only available for M-STEP and MI-ACCESS Functional Independence and is not true for SAT, WorkKeys, PSAT 8/9, PSAT 10 and WIDA ACCESS for ELLs 2.0.

How can I use Reporting Codes with Online Sessions?

If you create Reporting Codes prior to putting students testing online into Online Sessions in the OEAA Secure Site, you can filter the students on the Online Sessions page by Reporting Code. For example, if you have assigned a reporting code to Mrs. Smith's math class, 1234, you can filter the list of students on the Online Sessions page, after you have created a math session, by entering 1234 under the Reporting Code column and then selecting all students and putting them into a math online session.

You do not have to set up your Online Sessions the same way students are grouped with Reporting Codes. You can create completely different groups. The Reporting Code is just available on the Online Sessions screen to filter students if it is helpful for you.

How does use of Reporting Codes affect reports and the Student Data Files for the different assessments?

- M-STEP, MI-Access, and Early Literacy reports on the Dynamic Score Reports page can be filtered by Reporting Codes. Reporting Codes are included in the Student Data File. If a label is created (see the next article), the label will also be included in the Student Data File.

- SAT, PSAT 8/9, PSAT 10, and WorkKeys and Student Data Files will include the Reporting Codes. Reporting codes will not be included on any additional reports. If a label is created (see article below), the label will also be included in the Student Data File.

- Reporting Codes will NOT be included in reports or the Student Data File for WIDA ACCESS for ELLs, and therefore should not be used for WIDA ACCESS for ELLs 2.0.

Reporting Code Label - New this year!

If your district or school choses to use Reporting Codes to filter state assessments scores by teacher or groups, you can now add a label to the reporting code used. For example, if you assign 1234 as a reporting code for a group of students in math, you can go to the Reporting Code screen on the OEAA Secure Site and create a label. The label could be a teacher's name such as Nancy Smith, or a group name such as Advanced Mathematics, etc. You can use alpha or numeric characters or a combination of the two.

The use of reporting codes and labels can be helpful to filter reports by teacher or a group when it is time to distribute student's scores out to various staff members.

Remember, neither the MDE nor OEAA use the reporting codes or labels for anything. This use is optional and up to the district or school whether/how they would like to take advantage of this functuality.

The Reporting Code Label will appear in the data file for all state assessments and will appear on applicable reports for M-STEP, MI-ACCESS and Early Literacy and Mathematics Benchmark (K-2).

For detailed instructions on Reporting Code Labels, go to the Secure Site Training web page (www.michigan.gov/securesitetraining) and click on Reporting Code Labels under the Pre-Identification of Students section.

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Michigan School Testing Conference

The 2018 Michigan School Testing Conference (MSTC) will be held **February 13–15, 2018** at the Kensington Hotel in Ann Arbor, MI. The mission of MSTC is to provide educators with professional learning opportunities about assessment, as well as information on national, state, and local assessment programs and trends. The conference is unique in its match to the needs of Michigan educators, featuring examples of outstanding practices from local educators, as well as state- and nationally-renowned experts in the field.

The conference workshops are offered on **Tuesday, February 13, 2018** from 8:30–11:45 AM and 1:00–4:15 PM, with registration beginning at 7:30 AM. A light lunch will be offered for all conference workshop attendees.

The regular conference takes place on **Wednesday, February 14** and **Thursday, February 15, 2018**. Keynote presenters include Andrew Ho (Harvard), Andy Middlestead (MDE), and Mark Reckase (Michigan State University).

For conference program information and registration, go to the MSTC online registration site (http://gomasa.org/events/2018-michigan-school-testing-conference/).

SAT Corner
Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

- call the Michigan Educator Hotline: 866-870-3127 (select Option 1)
- email michiganadministratorsupport@collegeboard.org

The state-allowed accommodations dashboard is now available in SSD Online. For more information on state-allowed accommodations, see the November 16, 2017 edition of Spotlight. (http://www.michigan.gov/documents/mde/Spotlight_11-16-17_606234_7.pdf)

Reminder: Schools that are participating in the Michigan-provided PSAT 8/9 for 9th grade, PSAT 10 for 10th grade, and SAT School Day do NOT place orders in the College Board test ordering site. Orders are created based on the number of students pre-ID'd in the Secure Site by February 13, 2018. If you are participating in the Michigan-provided assessments and have placed an order, please return to the test ordering site to cancel your order for these assessments as soon as possible.

Nonstandard Administration Report (NAR)

The Services for Students with Disabilities (SSD) coordinator can access the nonstandard administration report (NAR) approximately four weeks prior to test day to help organize testing for accommodated students.

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The NAR for the SAT with Essay has been enhanced this year to include the student's test book color, testing group, script name, whether a student tests over one day or two, and whether a student is approved to test in the accommodated testing window (April 10-24, 2018).

The NAR for PSAT 10 and PSAT 8/9 will include all students approved for accommodations. Any student listed on the NAR for the PSAT-related assessments can test in the accommodated testing window.

To assist you in room and staff planning before the NAR is available, view the accommodations matrix (https://collegereadiness.collegeboard.org/pdf/michigan-accommodations-categories.pdf) available on the College Board website.

ACT WorkKeys

Information on ACT WorkKeys® provided by the ACT®.

Order Initial Materials and Pre-Identify Students

The window to order ACT WorkKeys standard-time and accommodations materials and submit student data for Pre-ID barcode labels for the initial test dates (April 11 - 24, 2018) is January 8 – February 13, 2018, 5:00 PM ET, using the OEAA Secure Site (www. michigan.gov/oeaa-secure).

Directions for these activities can be found on the Secure Site Training web page (www.michigan.gov/securesitetraining) under the **Material Order** section and the **Pre-Identification of Students** section.

Test materials will be sent to the WorkKeys Coordinator mailing address as listed in the Educational Entity Master (EEM) (www.michigan.gov/eem). Refer to the December 14, 2017 Spotlight for more information about confirming contact information and updating EEM.

Training Packets

Training Packets will be shipped to participating schools the week of January 22, 2018. They will contain copies of the answer documents, the manuals, and other administration materials to help you familiarize yourself with the ACT test administration policies, requirements, and procedures. Additional copies of these materials will be sent in your initial shipment of test materials.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

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Register for ACT WorkKeys Q&A Session

ACT will be hosting two optional WorkKeys Question and Answer webinar sessions in preparation for the April test administration. To register for a session, please use the links in the following table. Registration must be completed 48 hours prior to the selected session date. Each session will be recorded and posted to the ACT hosted website in the **Preparation** stage, for those unable to attend.

Date	Time (eastern time)	Registration Link
Tuesday, February 6	10:00-11:00 AM	https://act.ilinc.com/register/kfjssxx
Tuesday, March 20	3:30-4:30 PM	https://act.ilinc.com/register/bwtkkjx

WorkKeys 2.0 Student Resources and Practice Tests

To assist students in preparing for the WorkKeys assessment, they may go to ACT WorkKeys Preparation (https://www.act.org/content/act/en/products-and-services/workkeys-for-employers/assessments/preparation.html) for more information on the curriculum, preparing for the tests (including FREE sample items), the National Career Readiness Certificates (NCRCs), and understanding their scores. There are also FREE Online Practice Tests (there is a charge for the 1.0 practice tests but the 2.0 practice tests are FREE). The sample items and the online practice test contain the same item types and stimuli as the paper tests the students will take in April.

Contacting ACT

If you have questions, you may:

1. contact ACT via the Contact Us web page (www.act.org/aap/state/contact.html)

2. call ACT at 800-553-6244 9:30 AM – 6:00 PM ET
   - standard time: ext. 2800
   - accommodations: ext. 1788

3. email accommodations questions to ACTStateAccoms@act.org

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Important Dates

January 2018

Now – February 5, 2018:
- Window for **WIDA** Test Exceptions in the OEAA Secure Site

Now – February 19, 2018:
- **SAT**, **PSAT 10**, **PSAT 8/9** College Board accommodation request window

Now – February 13, 2018:
- **M-STEP**, **MI-Access**, **SAT**, **PSAT 8/9**, **PSAT 10**, and **WorkKeys**:
  - Pre-ID students for printed barcode labels
  - verify and adjust initial material orders

Now – February 26, 2018:
- **M-STEP**, **MI-Access**, and **Early Literacy & Mathematics** – place students in online test sessions through the Secure Site

Now – February 19, 2018:
- **SAT**, **PSAT 10**, and **PSAT 8/9** state-allowed accommodation request window

Now – March 8, 2018:
- **M-STEP, MI-Access,** and **Early Literacy & Mathematics** Alternate INSIGHT Availability Request window for schools that hold regular instructional hours after 4:00 PM and plan to schedule test sessions that extend beyond 4:00 PM – submit request here (https://baameap. wufoo.com/forms/2018-alternate-insight-availability-request/)

Now – March 23, 2018:
- **WIDA** AMS Test Setup Available

Now – May 22, 2018:
- **M-STEP** and **MI-Access** Off-Site Test Administration Request window for individual students, such as homebound or expelled with service students – submit request here (https://baameap.wufoo.com/forms/offsite-test-administration-request-spring-2018/).

January 30, 2018:
- **WIDA** Initial Materials arrive in districts

February 2018

February 6, 2018, 10:00–11:00 AM:
- **ACT WorkKeys** Q&A Session - pre-registration is required: https://act.ilinc.com/register/kfjssxx

February 5, 2018 – March 23, 2018
- **WIDA ACCESS for ELLs** and **WIDA Alternate ACCESS for ELLs** testing window

March 2018

March 20, 2018, 3:30–4:30 AM:
- **ACT WorkKeys** Q&A Session - pre-registration is required: https://act.ilinc.com/register/bwtkkjx

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Recently Asked Questions . . .

If we have a student who would take the alternate assessment but there is not one available for grade 9 and 10, what do we need to do?

If the student's IEP indicates an alternate state assessment is the most appropriate state-level assessment for a student in grades 9 or 10, the student will not test. Since grade 9 and 10 PSAT is not a part of accountability, you do not need to do anything other than ensure the IEP is accurate

I previously had access to the Secure Site, eDIRECT and/or WIDA AMS and now I am being told that my account has been disabled, why?

If you have not logged into the Secure Site within 14 months, your access to the Secure Site, eDIRECT and/or WIDA AMS would be disabled. You can use the Request Access page on the Secure Site to request the access that you need. More information about this can be found in the December 14, 2017 Spotlight (http://www.michigan.gov/documents/mde/Spotlight_12-14-17_608699_7.pdf) on page 2.

I have a 7th grade student whose IEP indicates she should be tested using MI-Access Supported Independence for Science. I have heard science will now be assessed in 8th grade. What do I do?

MI-Access science will continue to be administered in grades 4, 7, and 11. Please see last week's Spotlight article, Spring 2018 M-STEP and MI-Access Science (http://www.michigan.gov/documents/mde/Spotlight_1-11-18_610742_7.pdf), for additional important information.

Have Questions?

Email mde-oeaa@michigan.gov for assessment questions.
Email MDE-Accountability@michigan.gov for accountability questions.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues